



PATS User Guide

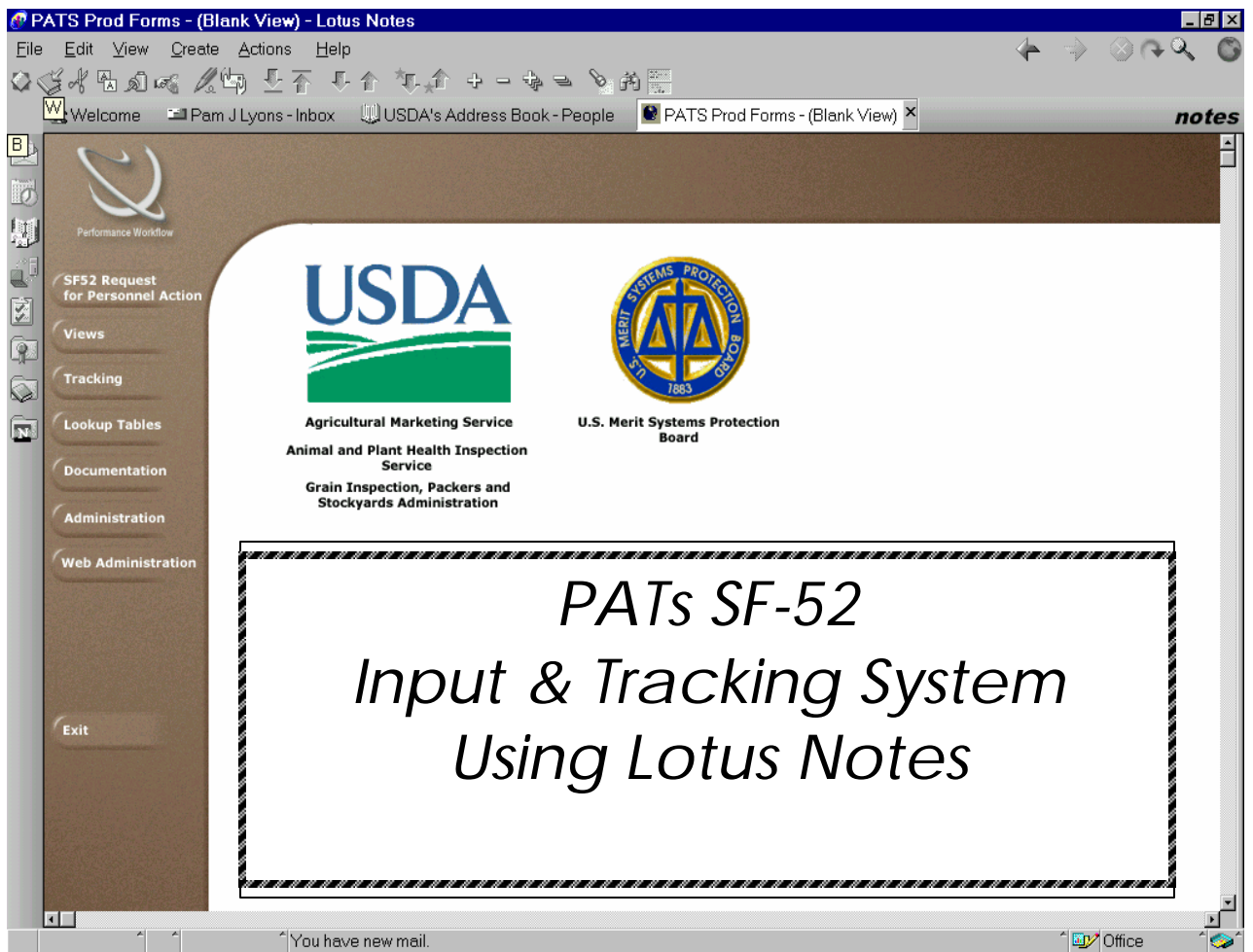


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INTRODUCTION

The Personnel Action Tracking System (**PATS**) is an electronic SF-52 (Request for Personnel Action) input and tracking system. **This user guide is designed for requesters who will be using Lotus Notes software.** There is another guide designed for requesters who will be using the Web to enter requests.

This guide provides instruction for:

- Inputting an SF-52 Request for Personnel Action
- Tracking a request

It is assumed the user is knowledgeable about the type of personnel actions they are requesting. For help with the various types of personnel actions, contact your Personnel Servicing Office.

System Requirements

Minimum Systems Requirements:

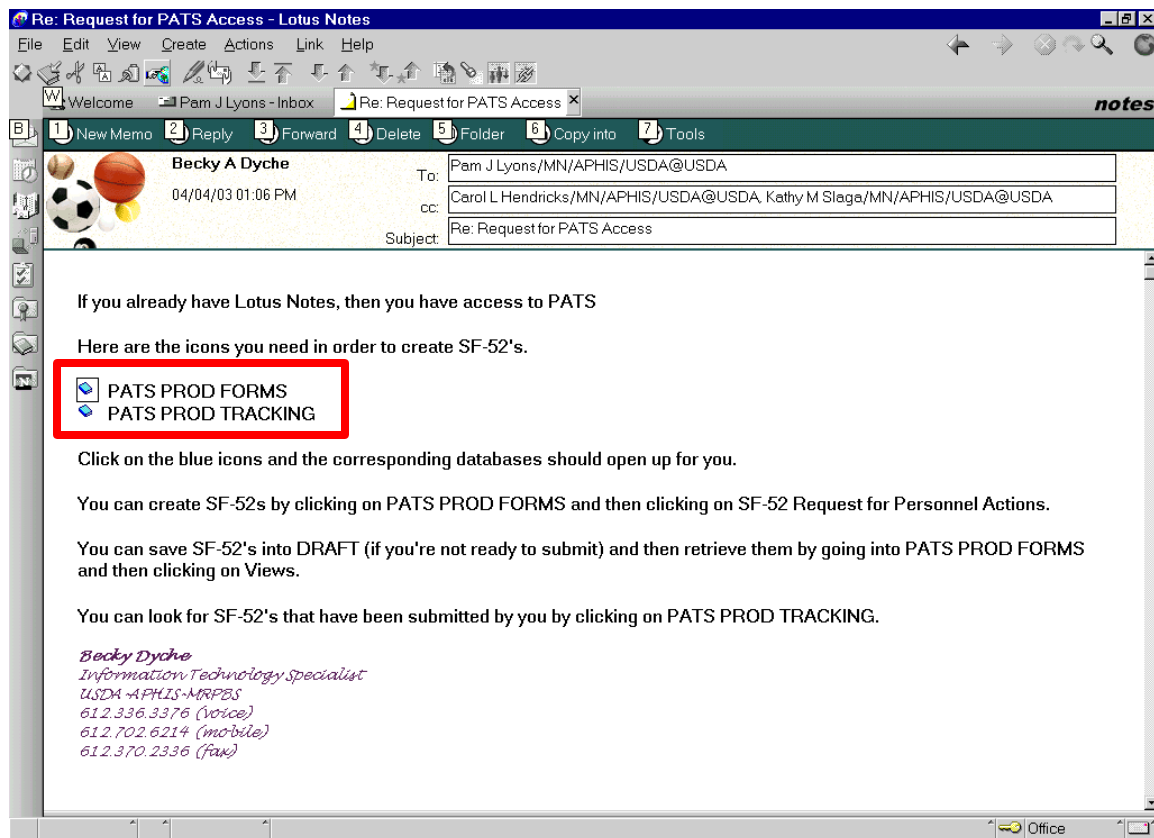
- Microsoft Windows 98 – Second Edition
- Lotus Notes R4.6

PATS Customer Service

Human Resources Operations (HRO) personnel are available from 8:00 am – 4:30 pm, Monday – Friday to assist with your personnel action request. For assistance with the SF-52, call your Personnel Servicing Office – Minneapolis, MN; Washington, D.C.; or Riverdale, MD. For general PATS questions and concerns contact: Carol Hendricks, Minneapolis HRO, 612-336-3320 or carol.l.hendricks@aphis.usda.gov. To better serve you, please include SF-52 Request Number and Requester Name (last name, first name) on all inquiries.

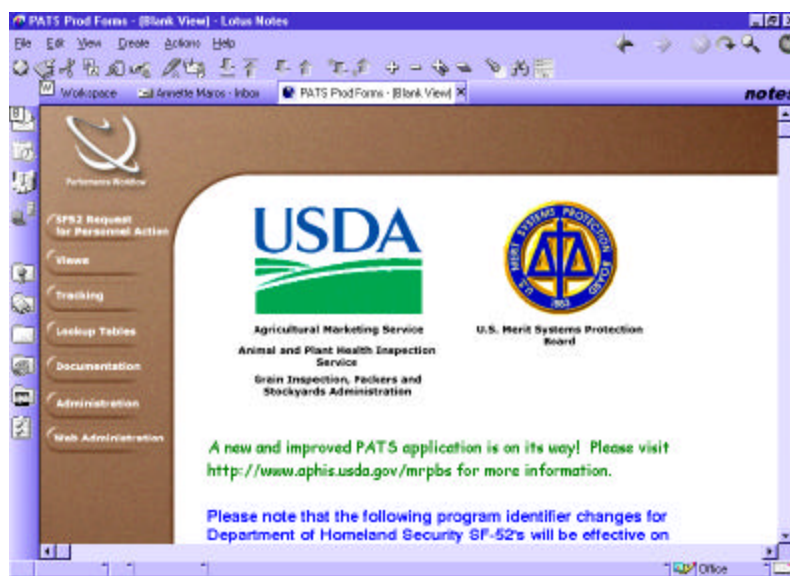
Installing PATS Database

If you already have Lotus Notes, then you have access to PATS. To request access, e-mail your request to: carol.l.hendricks@aphis.usda.gov or becky.a.dyche@aphis.usda.gov. You will receive a message, similar to the one below, which includes the 2 icons you need in order to create SF-52's



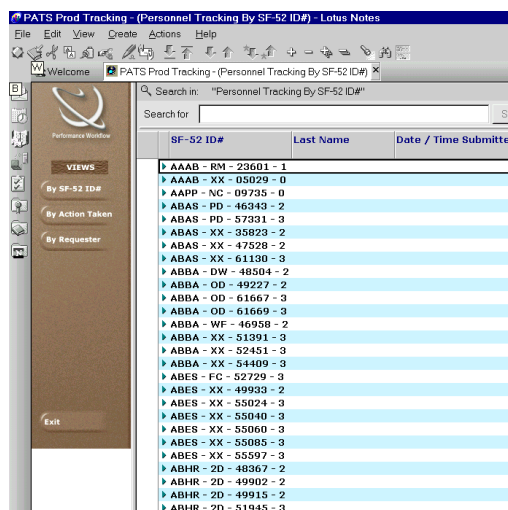
To install PATS:

1. Double Click on the first blue icon.
2. It will take a few minutes to open; the word “opening” will be flashing at the bottom of your screen.
3. When it’s complete, it will open to the PATS homepage screen.



To install Tracking:

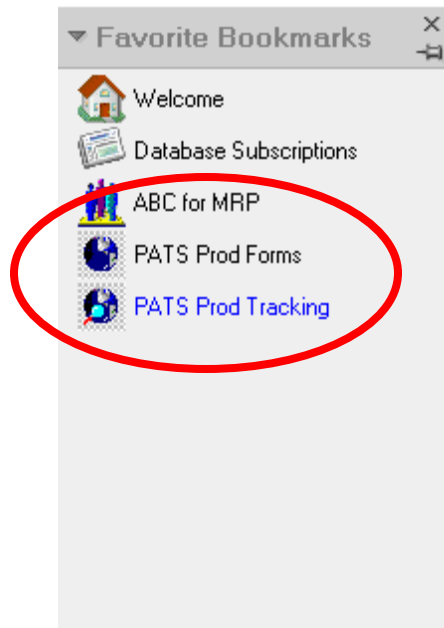
1. Double Click on the 2nd blue icon.
2. The Tracking screen will open up. (This takes much less time than the PATS Prod Forms).



PATS Database

You now have access to the following PATS databases:

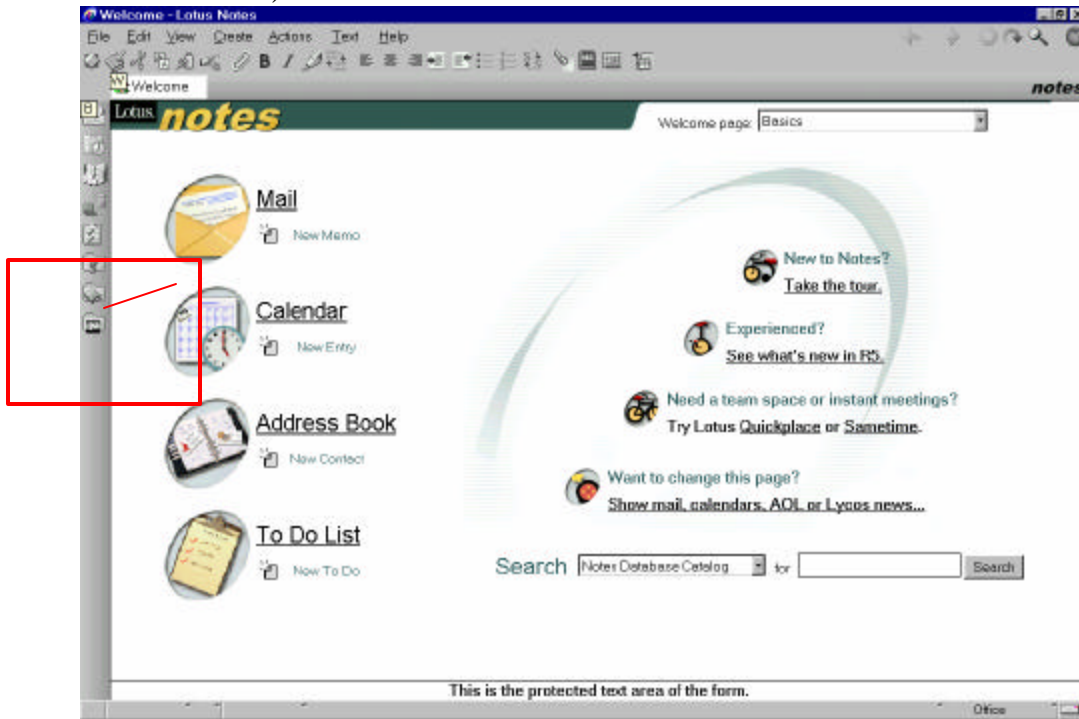
- ❑ PATS Prod Forms -- database used in input personnel action requests
- ❑ PATS Prod Tracking -- database used to track an SF-52 through the personnel process



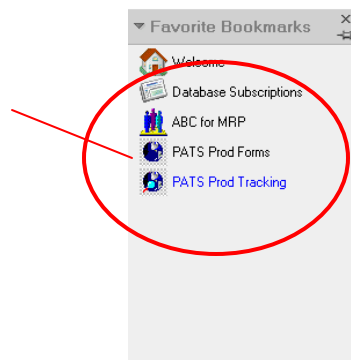
Inputting an SF-52 Request for Personnel Action

To enter a Request for Personnel Action (SF-52)

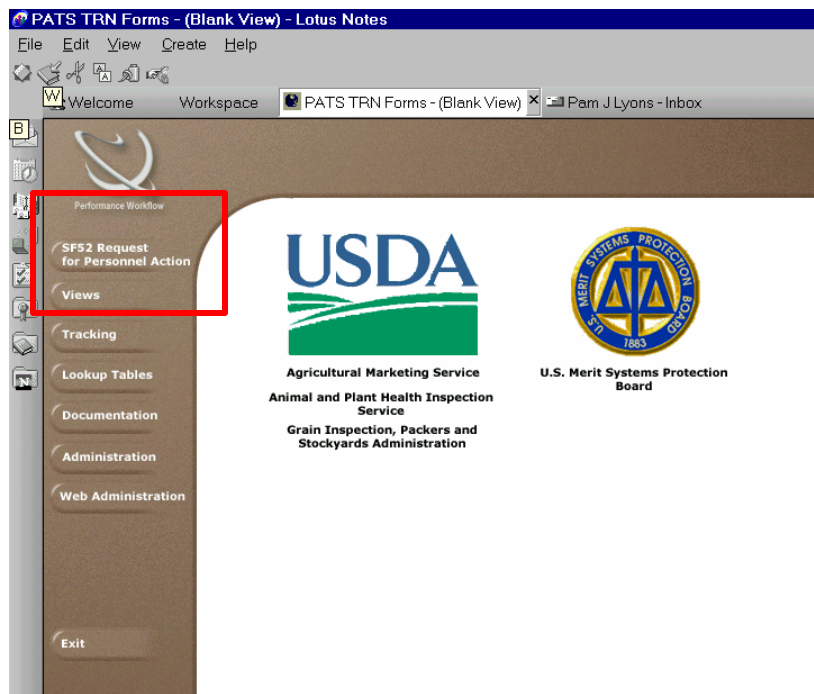
1. Click the database icon (left side of your Lotus Notes Welcome screen)



2. Click on **PATS PROD** Forms icon



3. Click the **SF 52 Request for Personnel Action** button



Action Buttons – at the top and bottom of the screen there are 9 action buttons:

- Submit: sends the SF-52 to the Personnel Servicing Office (Minneapolis, MN or Washington DC/Riverdale, MD).
- Draft: saves the document in draft form so you can
 - Submit at a later date
 - Make changes before submittal
 - Create a template to use with the “copy to new” function (*described on page 25)
- Expand all: allows you to expand the form completely.
- Collapse all: allows you to collapse all the fields within the form.
- Preview: allows you to preview the actual SF-52 form after the information has been entered into the form. A request number is automatically assigned when the user hits the preview button.
- Print: prints a hardcopy of the information entered.
- Privacy Act: explains the authority for and use of required separation information.
- Exit: exits the document without saving the information.

- Help: takes the user to the “User Guide” area where system instructions are located.

Request for Personnel Action
Last Updated On: October 9, 2002 5:00 PM

ACTION BUTTONS

Submit Draft Expand all Collapse all Previous Print Printscreen Exit Help

Requestor Section

Action Requested: [Select An Action]

SF-52 ID#: [Select A Location ID] - - - - -

Proposed Effective Date of Action: [Date]

Person to Contact for Additional Info: [Text]

Contact's Work Phone Number: [Text]

Action Requested By

Last Name, First Name: [Text]

Title: [Text]

Date: [Date]

Action Authorized By

Name: [Text]

Title: [Text]

This is the protected text area of the form.

Getting Started

Helpful Hints & Tips:

- ❖ Use MM/DD/YYYY format for dates
 - Some date fields have a “quick entry” calendar button. Click on the button to enter the current date in the field.
 - Some date fields are automatically entered with the current date, *to change the date...*backspace to delete and simply type in the new date.
- ❖ Using the tab key will move you block to block. ***Do Not Use the Enter Key to move around the form.*** Sometimes it’s easier to view the screen if you use the cursor to move to the next block, instead of the tab key.
- ❖ While completing a data element, you will notice “help text” located at the bottom of the screen. This text will prompt you with the type of information required for that field.
- ❖ There are mandatory fields that must be completed before the SF-52 can be submitted. These mandatory fields are annotated as “Required” in the help text at the bottom of the screen.
- ❖ If you do not know the information required in ‘non-mandatory’ fields, leave them blank.

- ❖ Right arrow “twistees” allow the user to expand a particular area for more information. Down arrow “twistees” indicate that the area is expanded to its fullest. Clicking on “twistees” will expand or collapse the form. To expand or collapse all fields, use the Action Buttons at the top and bottom of the form.

The screenshot shows a Lotus Notes application window titled "New Request for Personnel Action - Lotus Notes". The window has a menu bar (File, Edit, View, Create, Actions, Section, Help) and a toolbar with various icons. The main content area displays a form titled "Request for Personnel Action" with a subtitle "Last Updated On: October 9, 2002 5:00 PM". Below the title, there are several action buttons: Submit, Draft, Expand all, Collapse all, Position, Print, Attachments, Edit, and Help. The form is divided into two main sections: "Requestor Section" and "Attachments (e.g., Position Description, KSAs, etc)". The "Requestor Section" is currently collapsed, and the "Attachments" section is also collapsed. Red arrows point to the right and down arrow twistees on the left side of the form, indicating how to expand or collapse sections.

- ❖ The *Exit* button located at the top or bottom of the screen will take you back to the previous screen or back to the initial SF-52 screen. **EXIT** buttons located at the bottom of the left side of the screen (navigational screens) will take you completely out of the PATS system.



Action Buttons
top & bottom of screen



Navigational screen

- ❖ Requests for Personnel Action (SF-52's) cannot be changed or edited after submission; contact your Personnel Servicing Office if there are changes to the action requested. See "Drafts" section pages 22-26, for instructions on how to save a document (prior to submission).
- ❖ Users can save requests to Draft multiple times; requests will not be processed through the Personnel Servicing Office until it is actually **Submitted**. Drafts are located in **VIEWS** and are grouped by Requester Name.

Let's Begin

Requester Section

Action Requested: mandatory field

- click on the arrow key, choose the action requested from the drop down menu. A full listing of actions in the drop down menu is available in Appendix A (pages 32-35)

SF-52 ID #: mandatory field

- click on the arrow key, choose a four letter ID which describes your agency or program. Definitions of the ID codes are available in Appendix B (pages 36-39). *Hints & Tips – begin typing the identifier **or** in the drop down menu, type in the first letter of your identifier and you will automatically scroll to that area.*

- enter your two-digit/character office identifier **or** XX in the next block.
- a 5 digit number (PATs Request #) is automatically generated by the system when you:
 - *Preview* a request
 - *Print* a request
 - *Save to Draft*
 - *Submit*

Proposed Effective Date of Action: mandatory field

- enter the proposed effective date using MM/DD/YYYY format. *Hints & Tips – click on the calendar button for quick entry of the current date.*

Person to Contact for additional Info: mandatory field

- enter the name of the person to contact for additional information regarding this requested action.

Contact's Work Phone number: mandatory field

- enter the work phone number for the contact person.

Action Requested By: mandatory field

- enter the name of the person requesting the action. *Hints & Tips – use the format Last Name, First Name which will make it easier to find actions in drafts, out box, and tracking. The system reflects information exactly as you type it (i.e. typos, spaces, etc.)*
- enter the title of the person requesting the action.
- the system automatically enters the current date, the user can change the date using the MM/DD/YYYY format.

Action Authorized By: mandatory field

- enter the name of the person authorizing the action.
- enter the title of the person authorizing the action.
- enter the date the action was authorized. The system automatically enters the current date, the user can change the date using the MM/DD/YYYY format.

Employee Information: mandatory field

- enter the **Last** name of this employee, or enter **Recruit** if it's a request for filling a position (Recruit Action)
- click on the arrow to select the work schedule of this employee.
- *If this is a Part Time employee -- enter Part Time Hours Per Biweekly Pay Period in the next block.*

E-Mail Notification:

- enter the e-mail address of those who should receive a copy of this request. *Hints & Tips – to find the e-mail address, click on the drop down menu and the Lotus Notes address book will appear. The system will accept more than one e-mail address; separate addresses with a comma. Internet e-mail address can be used.*

Submit to Personnel Servicing Office: mandatory field

- click on the arrow key, select the appropriate personnel servicing office to process this request.

Press Continue Button: mandatory field

- click on the half circle "Continue" button. Pressing this button will present a subform based on the action requested. *Hints & Tips: if you change your action requested, you must click on the Continue button again to receive the appropriate subform.*

Nature of Actions

- There are subforms developed for certain types of actions, which allow the user to provide only the information needed to complete that particular action. These subforms cover the following actions:
 - Change in Work Schedule
 - Change in Hours
 - Recruit
 - Career Conditional Appointment
 - Conversion to Career Conditional Appointment
 - Excepted Appointment NTE
 - Conversion to Excepted Appointment NTE
 - Promotion
 - Promotion NTE
 - Change to Lower Grade

- All other Nature of Actions
 - While completing a data element, you will notice “help text” located at the bottom of the screen. This text will prompt you with the type of information required for that field.
 - There are mandatory fields that must be completed before the SF-52 can be submitted. These mandatory fields are annotated as “Required” in the help text at the bottom of the screen.

Attachments

The attachment section will be used for all attachments related to the request. Examples of attachments are: position descriptions, KSAs, crediting plans, etc. *Hints & Tips: The system will allow you to create more than one attachment. The “Continue” button must have been pressed for the Attachment screen to open up.*

Add Attachment:

- click on the paper clip to create an electronic attachment.
- find the document you want to attach
- click on “Create”
- type in any information related to attachments in the block.

The screenshot shows a Lotus Notes window titled "Request for Personnel Action: AABH-XX-00603-3 - Lotus Notes". The window has a menu bar (File, Edit, View, Create, Actions, Text, Help) and a toolbar with icons for Submit, Draft, Expand, Collapse, Review, Print, Printout, Cut, and Help. The main content area is divided into sections. The "Requestor Section" is expanded, showing a form for "Change in Work Schedule/Change in Hours". The form includes fields for Social Security Number (409696700), First Name (DOLLY), Middle Initial (T), Last Name (VDXEN), and Remarks (VDXEN IS GOING TO FULL TIME SEASONAL INTERMITTENT SO SHE ONLY WORKS DURING THE CHRISTMAS DELIVERY SEASON. SHE'S GOING TO STAY AT HOME WITH HER NEW BABY REINDER THE REST OF THE YEAR). Below this, the "Attachments (e.g., Position Description, KSAs, etc)" section is highlighted with a red box. It contains a note: "Note: This attachment section will be used for all attachments related to this request." and an "Add Attachment" button with a paper clip icon. A red arrow points to the "Add Attachment" button. The bottom of the window shows a status bar with "Vardena" and "8 (None)".

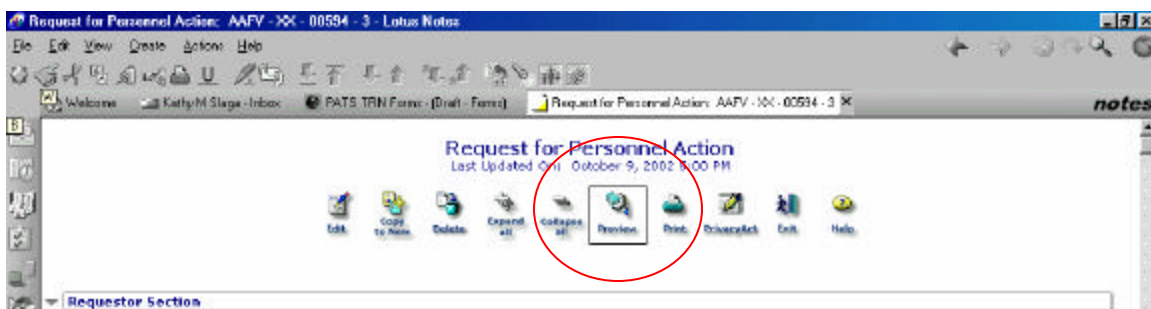
Form Completed

Preview Request

The SF-52 request can be previewed prior to submitting to the Personnel Servicing Office.

To preview:

1. Click on the *Preview* action button at the top or bottom of the screen.



2. The *Preview* shows the request in the official SF-52 format. To view the document you must add in the horizontal scroll bar:

- Click on “VIEW” at the top tool bar
- Click on “SHOW”
- Click on “Horizontal Scroll Bar”

VIEW—SHOW--- Horizontal Scroll Bar

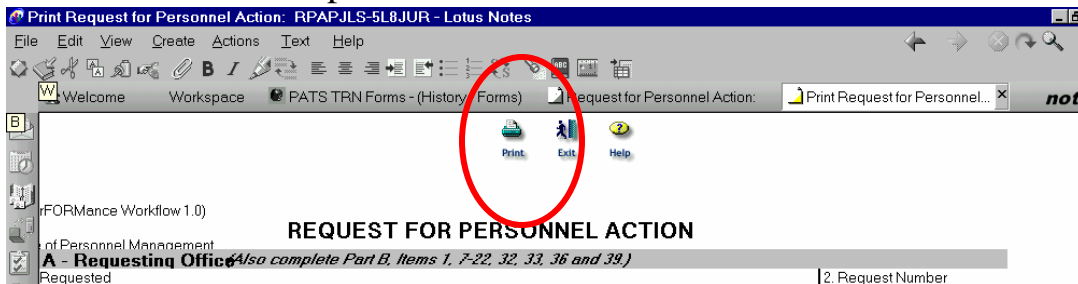
A screenshot of the 'Request for Personnel Action' form in its official SF-52 format. The form is titled 'REQUEST FOR PERSONNEL ACTION' and includes sections for 'Requesting Office', 'Requested by', 'Action Authorized By', and 'Position Title and Number'. The form is divided into two main columns: 'ACTION' and 'SECOND ACTION'. At the bottom of the form, there is a horizontal scroll bar. A red arrow points to this scroll bar, indicating that it should be used to view all the pieces of the document.

horizontal scroll bar so you can view all the pieces of the document.

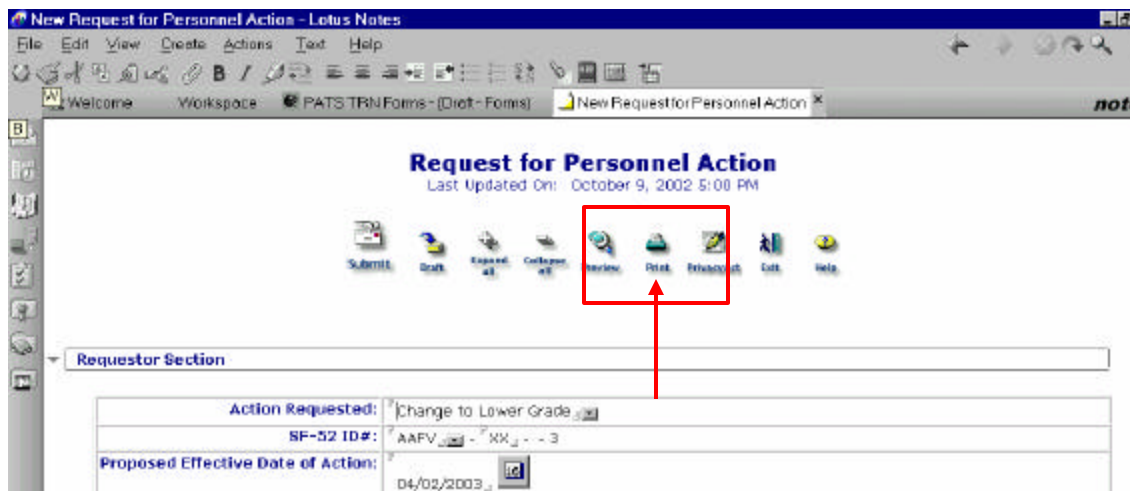
Print Request

The SF-52 request can be printed prior to submission to the Personnel Servicing Office. The printed request will be displayed in the official SF-52 format. There are two ways to print:

1. Print from *Preview* (instructions on page 18) -- Click on *Print* action button at the top or bottom of the screen.



2. Print from the request screen – Click on *Print* action button at the top or bottom of the screen.



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Sample of Printed SF-52

REQUEST FOR PERSONNEL ACTION											
SF 52 (perFORMance Workflow 1.0) Rev. 7/91 U.S. Office of Personnel Management											
PART A - Requesting Office <i>Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.</i>											
1. Actions Requested Change to Lower Grade - 12/26/2004						2. Request Number AAFY-XX-00594-3					
3. For Additional Information Call RUDOLPH REINDEER - 612-333-3333						4. Proposed Effective Date 04/02/2003					
5. Action Requested By <i>(Typed Name, Title, Signature, and Request Date)</i> CLAUS, SANTA - DRIVER - 04/02/2003						6. Action Authorized By <i>(Typed Name, Title, Signature, and Concurrence)</i> MARY CLAUS - BOSS - 04/02/2003					
PART B - For Preparation of SF <i>Use only codes in FPM Supplement 292-1. Show all dates in month-day-year</i>											
1. Name VIXEN, Sissy						2. Social Security Number 66666666		3. Date of Birth		4. Effective Date	
FIRST ACTION						SECOND ACTION					
5-A. Code		5-B. Nature of Action				6-A. Code		6-B. Nature of Action			
5-C. Code		5-D. Legal Authority				6-C. Code		6-D. Legal Authority			
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority			
7. FROM: Position Title and Number TEAM LEADER						15. TO: Position Title and Number JUST ANOTHER REINDEER					
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	
20C. Adj. Basic Pay		20D. Other Pay		16. Pay Plan		17. Occ. Code		18. Grade or Level		19. Step or Rate	
20. Total Salary/Award		21. Pay Basis		22. Name and Location of Position's Organization AMS-----		23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other					
24. Tenure 0 - None 2 -						25. Agency		26. Veterans Preference YES NO			
27. FEGLI						28. Annuitant Indicator		29. Pay Rate Determinant			
30. Retirement Plan						31. Service Comp. Date (Leave)		32. Work Schedule		33. Part Time Hours	
POSITION DATA						34. Position Occupied 1 - Competitive Service 3 - SES General					
35. FLSA Category						36. Appropriation Code		37. Bargaining Unit Status			
[None]											

Submit Request

When you have completed the SF-52 request, click on the *Submit* button at the top or bottom of the screen.

- The system will prompt you if any mandatory field is not completed.
- When the submission is completed, a “Submit Information” box will appear with your assigned Request Number. This number will make it easier to find your action in Tracking.
- Click on “OK”

VIEWS

The **VIEWS** database can be used to look up SF-52's that have been saved to draft (**DRAFT**); or one's which have already been submitted to the Personnel Servicing Office (**OUT BOX**). *Hints & Tips – in the VIEWS screens you may use the “Back” bottom left hand side to go back to the main SF-52 screen; “Exit” will take you all the way out of the PATS system.*

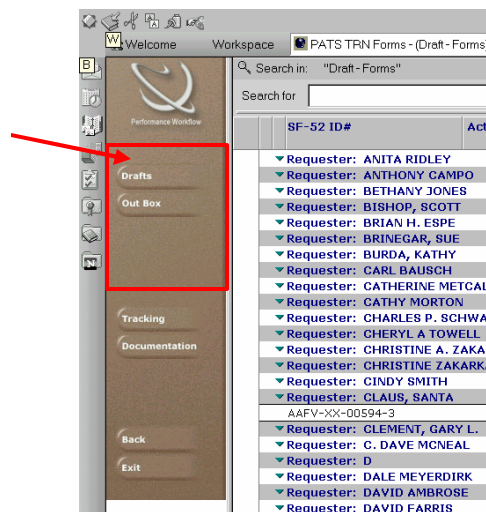
DRAFTS

If you are not ready to submit the SF-52, you can save the document as “Draft” and come back to it later. Or, a Draft request may be used as a template for similar types of requests. Users can save requests to Draft multiple times; requests will not be processed through the Personnel Servicing Office until it is actually Submitted. *Hints & Tips: Drafts are grouped by Requester Name in VIEWS.*

Saving a request to Draft

To save a request for personnel action (SF-52) as a draft:

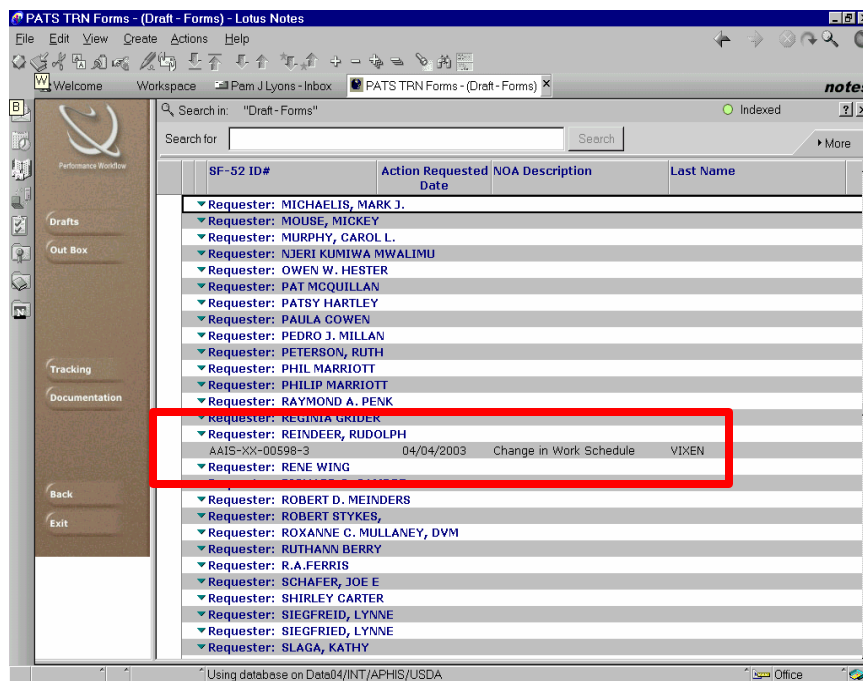
1. Click on **DRAFT** action button at the top or bottom of the screen.
2. The draft SF-52 will be stored in the **VIEWS** database.



Finding a Draft

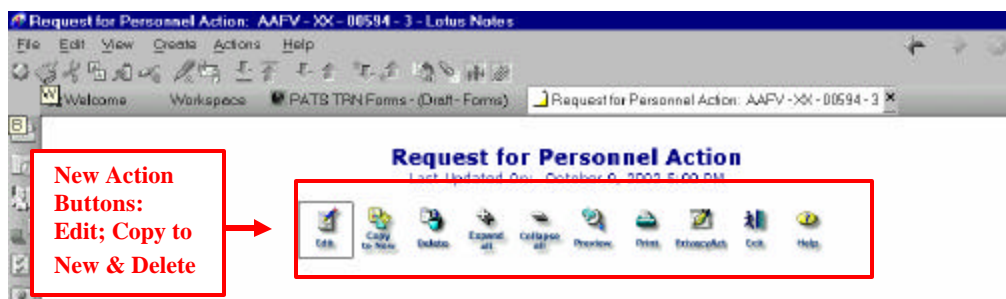
To find a request saved as a Draft:

1. Click on **VIEWS**.
2. The screen should open up to “Drafts”; if not click on the **Drafts** button.
3. Click on right arrow twistee next to the word DRAFT
4. Draft SF-52's are stored by Requester; to search for a Draft SF-52:
 - scroll down the screen using the arrow keys;
 - begin typing in the information you're searching and a search box will appear;
 - utilize the Search bar at the top of screen. *HINTS & TIPS: if the search bar is not visible on screen; click on View at the top toolbar; click on “Search Bar”.*
5. Locate the Requester's name; click on the right arrow twistee next to the Requester's name
6. Double click on the right arrow twistee next to the request you want to open.
7. When the request is open, you can either; edit it, use it as a template or click on the action button *Submit*.



Action Buttons – once you’ve saved a request to Draft, additional action buttons will appear at the bottom & top of the screen:

- Edit: opens the request so the user can make changes to the SF-52 before submission.
- Copy to New: allows the user to copy a request and use it as a new request. It opens the form (the same as Edit) so that changes can be made before submission.
- Delete: allows the user to delete their request.



Editing a Draft

To edit an request saved as a Draft:

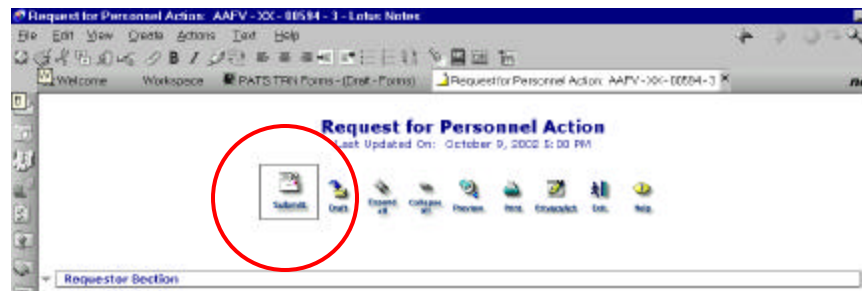
1. Find the request (see instructions page 23)
2. Double click on the right arrow twisbee next to the request you want to edit.
3. When the request is open, you click on the “Edit” button located at the top or bottom of the screen.



Submitting a Draft

To submit a Draft:

1. Find the request (instructions page 23).
2. Double click on the right arrow twistie next to the request you want to submit.
3. When the request is open, click on the action button *Edit* at the top of the screen. *HINTS & TIPS: You must click on Edit, even if you are not going to change the document, before you can Submit.*
4. Click on the action button *Submit* at the top or bottom of the screen.



Using a Draft as a Template

To use a Draft request as a template for completing similar types of requests:

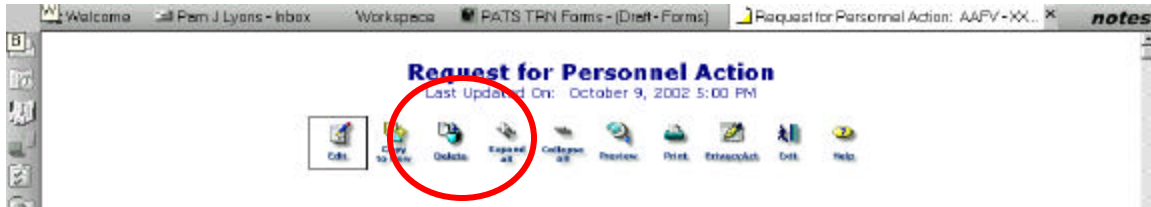
1. Find the request (instructions on page 23).
2. Double click on the request you want to use as a template.
3. Click on *Copy to New* action button at the top or bottom of the screen.
4. Make whatever changes are necessary to create a new request.
5. Click on the *Submit* action button; or save as *Draft*.



Deleting a Draft

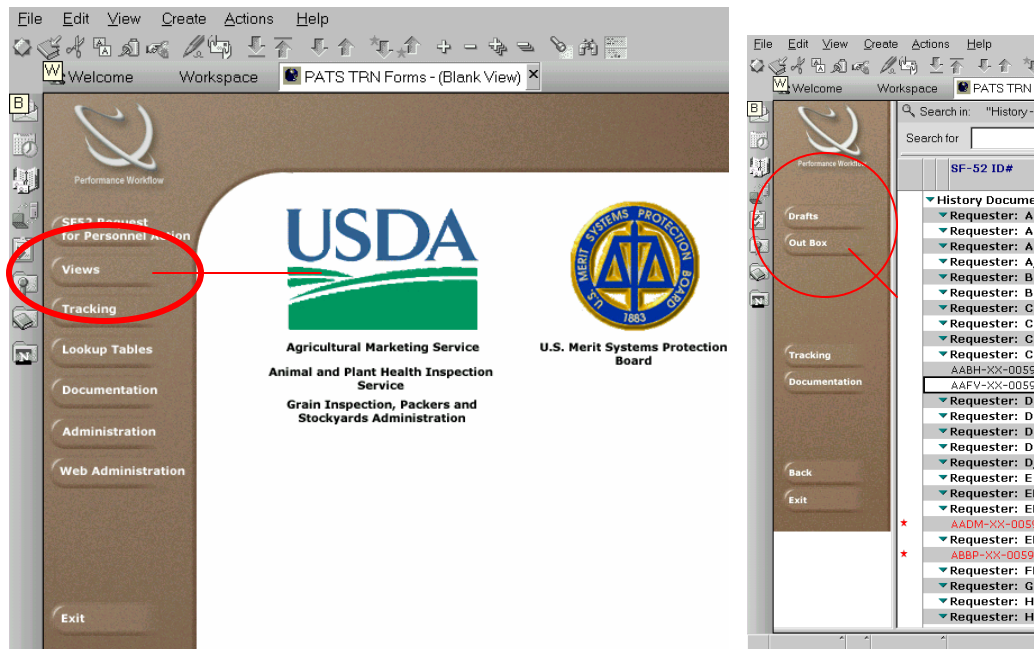
To delete a draft request:

1. Find the request (instructions on page 23).
2. Double click on the request you want to delete.
3. Click on *Delete* action button at the top or bottom of the screen



OUT BOX

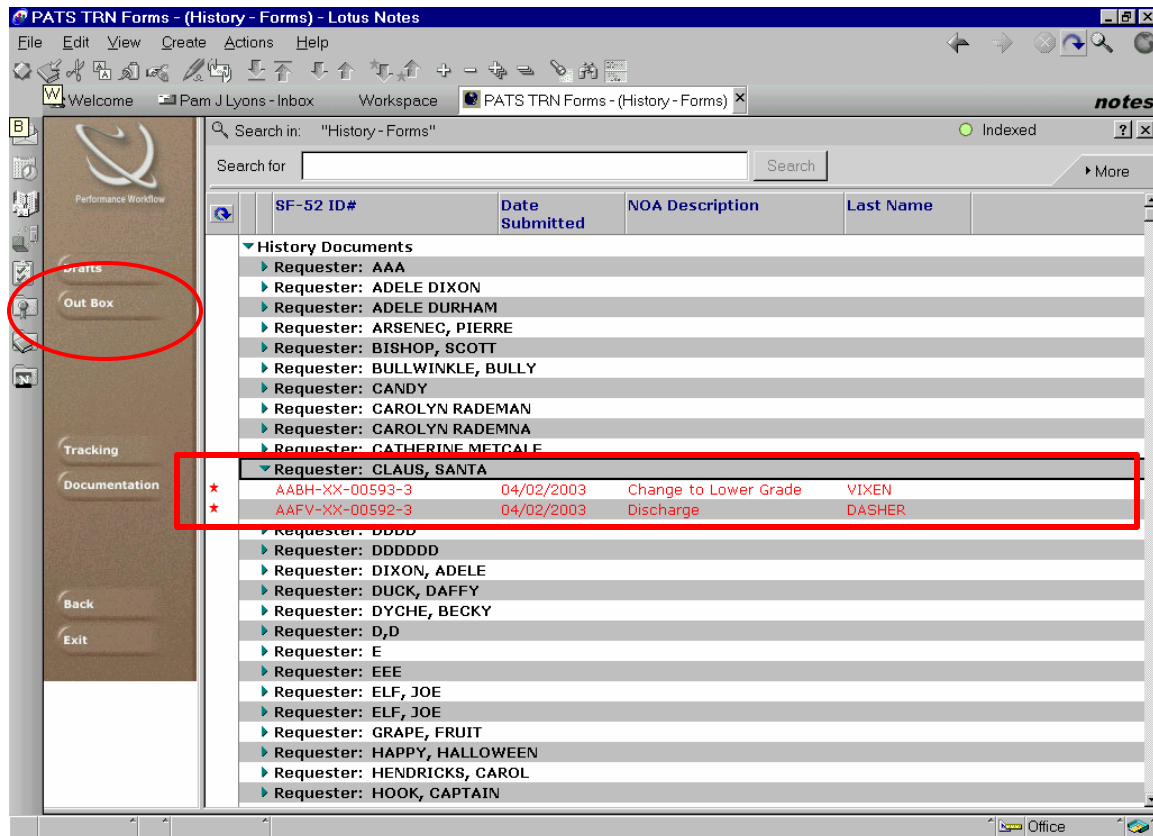
In the PATS database, you can view SF-52's which have already been submitted to the Personnel Servicing Office. Submitted SF-52's are stored in **VIEWS**, in an area called **OUT BOX**; they are grouped by Requester's name.



To view an SF-52 that has already been submitted:

1. Click on the **VIEWS** button.
2. Click on the **OUT BOX** button.
3. Click on right arrow twister next to the words "History Documents"
4. Submitted SF-52's are stored by Requester. To search for a submitted SF-52:
 - a. scroll down the screen using the arrow keys;
 - b. begin typing in the information you're searching and a search box will appear;
 - c. utilize the Search bar at the top of screen. *HINTS & TIPS: if the search bar is not visible on screen; click on View at the top toolbar; click on "Search Bar".*

Sample from History:

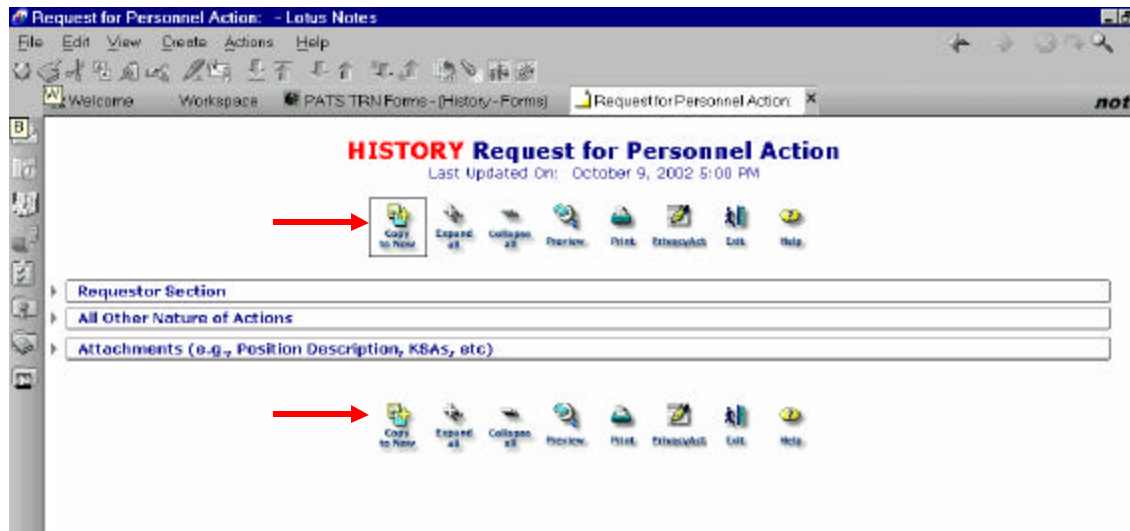


Using a Submitted Request as a Template

Requests which have already been submitted can be used as a template for new requests. To use a document from History as a template for completing similar types of requests:

4. Go into **Out Box**.
5. Find the request (see instructions page 27).
6. Double click on the request you want to use as a template.
7. Click on *Copy to New* action button at the top of the screen.
8. Make whatever changes are necessary to create a new request.
9. Click on the *Submit* action button; or save as *Draft*.

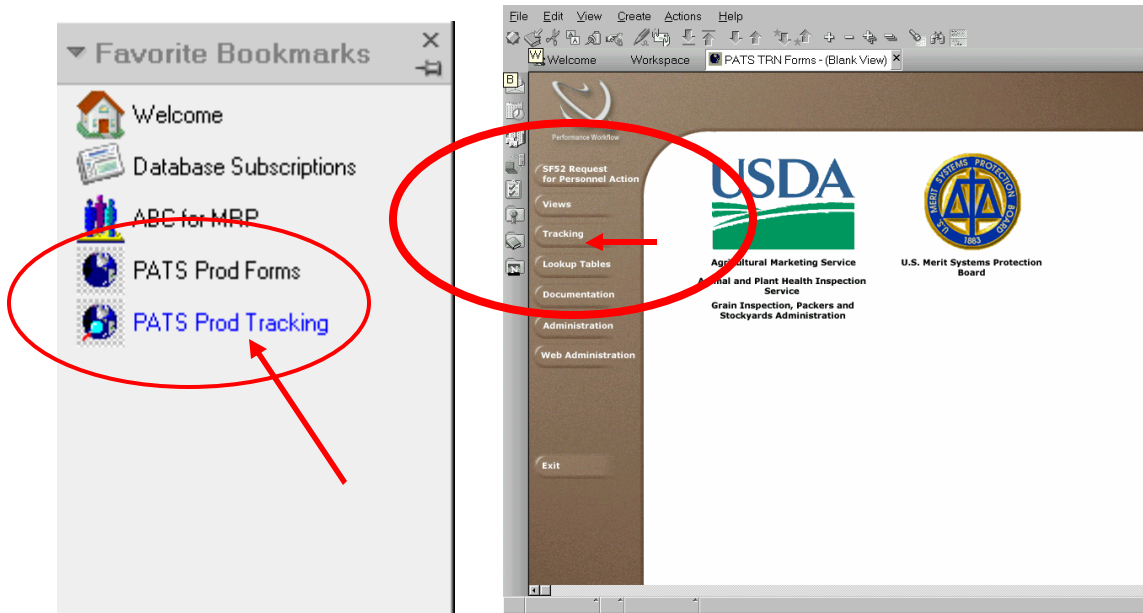
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Tracking

You can check on the status of your SF-52 through **TRACKING**. You can access this two ways:

- Click on the blue icon called **PATS PROD TRACKING**.
- Click on the **TRACKING** button located on the left side of the navigational screen.



To track a request for personnel action (SF-52):

1. Click on the **PATS PROD TRACKING icon**; or **TRACKING** button.
2. Click on the method you choose to search:
 - a. By SF-52 ID # (from the Submit Information box)
 - b. By Action Taken *HINTS & TIPS: this method not recommended!*
 - c. By Requester (Name)
3. To search for an action:
 - a. scroll down the screen using the arrow keys;
 - b. begin typing in the information you're searching and a search box will appear;

- c. utilize the Search bar at the top of screen. *HINTS & TIPS: if the search bar is not visible on screen; click on View at the top toolbar; click on “Search Bar”.*

Sample Search by Requester:

The screenshot shows the 'PATS TRN Tracking - (Personnel Tracking by Requester) - Lotus Notes' application. The search bar at the top is circled in red, containing the text 'Search in: "Personnel Tracking by Requester"'. Below the search bar, a table displays search results. The table has columns: SF-52 ID#, Last Name, Date / Time submitted, Requester, Action, and Requester. The results are filtered by 'By Requester'. A red rectangle highlights a portion of the results, specifically the 'Last Name' and 'Requester' columns for several entries.

SF-52 ID#	Last Name	Date / Time submitted	Requester	Action	Requester
	BUNNY, EASTER				
	CAROL HENDRICKS				
	CAROLYN RADEMAN				
	CAROLYN RADEMNA				
	CATHERINE METCALF				
	CLAUS, SANTA				
	AAHV - XX - 00593 - 3				
	AAHV - XX - 00592 - 3				
	ABHR - LN - 00108 - 2				
	ABHR - LN - 00110 - 2				
	ABHR - LN - 00112 - 2				
	ABHR - LN - 00127 - 2				
	ABHR - LN - 00136 - 2				
	ABHR - LN - 00138 - 2				
	ABHR - LN - 00142 - 2				
	BHHR - IE - 00355 - 3				
	DDD				
	DDDD				
	DDDDD				
	DDDDDD				
	DDDDDDDD				
	DICKSON				
	DICKSONTEST				

APPENDIX A

NATURE OF ACTION CODES

Nature of Actions

Nature of Action	Action Code	Action Description	Input Code
Appointment Nte ANTE	ANTE	Appointment Nte	115
Cancellation CNCL	CNCL	Cancellation	001
Career Appointment CA	CA	Career Appointment	100
Career Cond Appointment CCA	CCA	Career Cond Appointment	101
Change in Duty Station CDST	CDST	Change in Duty Station	792
Change in Hours CHRS	CHRS	Change in Hours	782
Change in PMSO Element PMSO	PMSO	Change in PMSO Element	903
Change in Position Number PONO	PONO	Change in Position Number	919
Change in Tenure CHGTEN	CHGTEN	Change in Tenure	880
Change in Title TITL	TITL	Change in Title	910
Change in Work Schedule CWS	CWS	Change in Work Schedule	781
Change to Lower Grade CLG	CLG	Change to Lower Grade	713
Continuation of Pay COP	COP	Continuation of Pay	920
Conv to SES Ltd Emergency Appt NTE	CONV	Conv to SES Ltd Emergency Appt NTE	549
Conv to SES Noncareer Appt CONV	CONV	Conv to SES Noncareer Appt	546
Conversion Career Conditional CVCC	CVCC	Conversion Career Conditional	501
Conversion Summer Appt CSUM	CSUM	Conversion Summer Appt	517
Conversion to Appt Nte CONV	CONV	Conversion to Appt Nte	515
Conversion to Appt. - Staus Quo CONV	CONV	Conversion to Appt. - Staus Quo	524
Conversion to Career Appt CONV	CONV	Conversion to Career Appt	500
Conversion to EXC Appt Nte CONV	CONV	Conversion to EXC Appt Nte	571
Conversion to EXC Appt CONV	CONV	Conversion to EXC Appt	570
Conversion to REINS Career Cond	CONV	Conversion to REINS Career Cond	541
Conversion to REINS Career CONV	CONV	Conversion to REINS Career	540
Conversion to SES Career Appt CONV	CONV	Conversion to SES Career Appt	542
Conversion to TAPER TAPR	TAPR	Conversion to TAPER	512
Conversion to Term Appt. NTE	CTRMNTE	Conversion to Term Appt. NTE	508
CORRECTION CORR	CORR	CORRECTION	002
Death DTH	DTH	Death	350
Denial of WGI		Denial of WGI	888
Detail NTE DETNTE	DETNTE	Detail NTE	730
Discharge DSCH	DSCH	Discharge	385
Emergency Appointment EMER	EMER	Emergency Appointment	107
Excepted Appointment Nte ENTE	ENTE	Excepted Appointment	Nte 171
Excepted Appointment EXAP	EXAP	Excepted Appointment	170
Exit of Detail Nte EXDT	EXDT	Exit of Detail Nte	923
Extension of Appt EXNA	EXNA	Extension of Appt	760
Extension of Detail EXTDET	EXTDET	Extension of Detail	731
Extension of Furlough Nte EFUR	EFUR	Extension of Furlough Nte	772
Extension of LWOP Nte ELOW	ELOW	Extension of LWOP Nte	773
Extension of Promotion Nte EXPR	EXPR	Extension of Promotion Nte	769
Extension of Term Appt. NTE	EXTTERMNTE	Extension of Term Appt. NTE	765

Marketing & Regulatory Programs, Business Services
Human Resources Operations

Nature of Action	Action Code	Action Description	Input Code
Furlough - Not RIF FURL	FURL	Furlough - Not RIF	471
Furlough - RIF FURL	FURL	Furlough - RIF	472
Leave With Pay LWP	LWP	Leave With Pay	462
Leave Without Pay LWOP	LWOP	Leave Without Pay	460
LWOP-US LWOP	LWOP	LWOP-US	473
Name Change NCHG	NCHG	Name Change	780
Pay Adjustment PADJ	PADJ	Pay Adjustment	894
Placement in Nonpay Status PNPS	PNPS	Placement in Nonpay Status	430
Placement in Pay Status PIPS	PIPS	Placement in Pay Status	280
Position Change - Reclass PCHG	PCHG	Position Change - Reclass	741
Position Change PSNC	PSNC	Position Change	740
POSITION REVIEW POSR	POSR	POSITION REVIEW	
Preliminary Disability Retirement PRET	PRET	Preliminary Disability Retirement	976
Promotion Nte PNTE	PNTE	Promotion Nte	703
Promotion PROM	PROM	Promotion	702
Provisional Appt PROV	PROV	Provisional Appt	190
Realignment REAL	REAL	Realignment	790
Reassignment - Reclass REAC	REAC	Reassignment - Reclass	720
Reassignment REAS	REAS	Reassignment	721
Recruitment Bonus BNUS	BNUS	Recruitment Bonus	815
Recruit RECT	RECT	Recruit	
Reimbursable Detail Nte REIMDTLNTE	REIMDTLNTE	Reimbursable Detail Nte	922
Reinstatement Career Cond RECC	RECC	Reinstatement Career Cond	141
Reinstatement REIN	REIN	Reinstatement	140
Relocation Bonus RBON	RBON	Relocation Bonus	816
Removal RMVL	RMVL	Removal	330
Resignation - ILIA RESILIA	RESILIA	Resignation - ILIA	312
Resignation RESN	RESN	Resignation	317
Retention Allowance RETALLOW	RETALLOW	Retention Allowance	810
Retirement - Disability RETD	RETD	Retirement - Disability	301
Retirement - ILIA RETILIA	RETILIA	Retirement - ILIA	304
Retirement - Special Option RSPC	RSPC	Retirement - Special Option	303
Retirement - Voluntary RETV	RETV	Retirement - Voluntary	302
Return to Duty RTD	RTD	Return to Duty	292
Separation -RIF SEPRIF	SEPRIF	Separation -RIF	356
Separation-US SEPUS	SEPUS	Separation-US	353
SES Career Appt SESC	SESC	SES Career Appt	142
SES Non-Career Appointment SESN	SESN	SES Non-Career Appointment	146
Settlements - EEO/MSPB/Grievance	SETL	Settlements - EEO/MSPB/Grievance	600
STAY IN SCHOOL SIS	SIS	STAY IN SCHOOL	
Step Adj - Special Rates SADJ	SADJ	Step Adj - Special Rates	899
Summer Appointment Nte SUMR	SUMR	Summer Appointment Nte	117
Suspension Indefinite SUSPIND	SUSPIND	Suspension Indefinite	452
Suspension SUSP	SUSP	Suspension	450
Temp Pend Estab of Register TAPR	TAPR	Temp Pend Estab of Register	112
Term Appointment Nte TERM	TERM	Term Appointment Nte	108

Marketing & Regulatory Programs, Business Services
Human Resources Operations

Nature of Action	Action Code	Action Description	Input Code
Term Grade Retention TGRD	TGRD	Term Grade Retention	866
Termination - Exp of Appt TERM	TERM	Termination - Exp of Appt	355
Termination Appt In TAIN	TAIN	Termination Appt In	352
Termination During Probation	TERMPROB	Termination During Probation	385
Termination of Detail TERMDDET	TERMDDET	Termination of Detail	732
Termination TERM	TERM	Termination	357
Time Off Award TOA	TOA	Time Off Award	872
Transfer SES Career SEST	SEST	Transfer SES Career	145
Transfer TRAN	TRAN	Transfer	130
Volunteer Appointment VA	VA	Volunteer Appointment	199
Volunteer Separation VSEP	VSEP	Volunteer Separation	399
Within Grade Increase WGI	WGI	Within Grade Increase	893

APPENDIX B

ORGANIZATIONAL CODES

ORGANIZATIONAL CODES

<u>Org Loc Code</u>	<u>APHIS Grouping</u>	<u>Desc Org Loc Description</u>
AAAB	34	APHIS, ABS, ADV ACT
AAAC	34	APHIS, AC, ADV ACT
AAAM	2	AMS, EX RES, ADV ACT
AAAS	02	AMS, ASU, ADV ACT
AABH	50	MSPB, HQ, ADV ACT
AABR	50	MSPB, REG OPS, ADV ACT
AACN	02	AMS, COTTON, ADV ACT
AADA	02	AMS, DAIRY, ADV ACT
AADM	02	AMS, DEP ADMIN, ADV ACT
AAFG	36	GIPSA, FG, ADV ACT
AAFV	02	AMS, F&V, ADV ACT
AAIS	34	APHIS, IS, ADV ACT
AALP	34	APHIS, LPA, ADV ACT
AAMP	02	AMS, DEP ADM MKTG, ADV ACT
AAOA	34	APHIS, OFC OF ADMIN, ADV
ACT		
AAOP	34	APHIS, OPD, ADV ACT
AAPP	34	APHIS, PPD, ADV ACT
AAPO	34	APHIS, PPQ, ADV ACT
AAPS	36	GIPSA, PSA, ADV ACT
AAPY	02	AMS, POULTRY, ADV ACT
AAST	02	AMS, ST, ADV ACT
AATB	02	AMS, TOBACCO, ADV ACT
AATM	02	AMS, TM, ADV ACT
AAVS	34	APHIS, VS, ADV ACT
AAWS	34	APHIS, WS, ADV ACT
ABAS	34	APHIS, MRP-BS, ASEU
ABBA	34	APHIS, MRP-BS, BASEU
ABBP	34	APHIS, MRP-BS, BPT
ABDA	34	APHIS, MRP-BS, DEP ADMIN
ABEM	34	APHIS, MRP-BS, Emer Plan/Res
ABES	34	APHIS, MRP-BS, ESD
ABHR	34	APHIS, MRP-BS, HRSEU
ABMP	34	APHIS, MRP-BS, Mple Bus Site
ABRM	34	APHIS, MRP-BS, RMSES
ABRW	34	APHIS, MRP-BS, RW BUS SITE
ACAC	34	APHIS, AC, FLD
ACAH	34	APHIS, AC, HQ
ACCE	34	APHIS, AC, CE REG
ACDA	34	APHIS, AC, OFC OF DIR
ACEA	34	APHIS, AC, EA REG
ACRM	34	APHIS, AC, RES MGMT
ACWE	34	APHIS, AC, WE REG
AMER	02	AMS, EXEC RES
AMLS	02	AMS, LIVESTOCK, ADV ACT
ASFR	02	AMS, ASU, FRESNO
ASIL	02	AMS, ASU, GLEN ELLYN
ASLA	02	AMS, ASU, LOS ANGELES
ASTX	02	AMS, ASU, ARLINGTON
ASXX	02	AMS, ASU
BHAC	50	MSPB, OFC of Appeals Counsell
BHAL	50	MSPB, OFC ADM LAW JUDGE
BHBC	50	MSPB, CHAIRMAN
BHCB	50	MSPB, OFC OF CLERK
BHEE	50	MSPB, OFC OF EEO
BHFM	50	MSPB, FIN MGMT
BHGC	50	MSPB, OFC OF GEN COUNSEL
BHIR	50	MSPB, INFO RES DIV
BHME	50	MSPB, MEMBER
BHPE	50	MSPB, OFC OF POLICY & EVAL
BHVC	50	MSPB, VICE CHAIR
BRAT	50	MSPB, RO, ATLANTA
BRCD	50	MSPB, RO, DALLAS

Marketing & Regulatory Programs, Business Services
Human Resources Operations

<u>Org Loc Code</u>	<u>APHIS Grouping</u>	<u>Desc Org Loc Description</u>
BRCE	50	MSPB, RO, CHICAGO
BRDC	50	MSPB, RO, WASH DC
BRNB	50	MSPB, RO, BOSTON
BRNE	50	MSPB, RO, PHILADELPHIA
BRNY	50	MSPB, RO, NEW YORK
BRRO	50	MSPB, REGIONAL OPS
BRWD	50	MSPB, RO, DENVER
BRWE	50	MSPB, RO, SAN FRANCISCO
BRWS	50	MSPB, RO, SEATTLE
CNDD	02	AMS, COTTON, DEP DIR
CNFD	02	AMS, COTTON, FLD
CNFT	02	AMS, COTTON, FIBER TECH
CNGB	02	AMS, COTTON, GRADING BR
CNHQ	02	AMS, COTTON, HQ
CNMN	02	AMS, COTTON, MARKET NEWS
DACR	02	AMS, DAIRY, CHICAGO
DAWA	02	AMS, DAIRY, HQ
DMES	02	AMS, EXEC SVCS
DMFM	02	AMS, FIN MGMT DIV
DMIR	02	AMS, INFO RES DIV
DMXX	02	AMS, DEP ADMIN FOR MGMT
EEEE		Misrouted Garnishment
FGCD	36	GIPSA, FG, COMPLIANCE DIV
FGDO	36	GIPSA, FG, DOMESTIC
FGEX	02	GIPSA, FG, EA EXPORT
FGFM	36	GIPSA, FG, FLD MGMT
FGIN	36	GIPSA, FG, INTERIOR
FGOA	36	GIPSA, FG, OFC OF ADMIN
FGQA	36	GIPSA, FG, QA & RES
FGRM	36	GIPSA, FG, RES MGMT
FGSD	36	GIPSA, FG, STD DIV
FGWX	36	GIPSA, FG, WE EXPORT
FVFE	02	AMS, F&V, FRESH EASTERN
FVFO	02	AMS, F&V, FLD OFF
FVPE	02	AMS, F&V, PROC EASTERN
FVPW	02	AMS, F&V, PROC WESTERN
FVWA	02	AMS, F&V, HQ
HSER	CU	PPQ ER IN DHS
HSWR	CU	PPQ WR IN DHS
HSXX	CU	PPQ OTHER IN DHS
IEER	34	APHIS, MRP-BS, IES Eastrn Reg
IEHQ	34	APHIS, MRP-BS, IES HQ
IEWR	34	APHIS, MRP-BS, IES WestrnReg
ISDA	34	APHIS, IS, DEP ADMIN
ISOS	34	APHIS, IS, OP SUPT
ISRM	34	APHIS, IS, RES MGMT
LPEC	34	APHIS, LPA, EXEC CORR
LPFO	34	APHIS, LPA, FOI & RES MGMT
LPOD	34	APHIS, LPA, OFC OF DIR
LPPI	34	APHIS, LPA, PUBLIC INFO
LSAO	02	AMS, LIVESTOCK, HQ
LSFO	02	AMS, LIVESTOCK, FLD
MPXX	02	AMS, DEP ADMIN FOR Mrktg
OABC	34	APHIS, BIOL CONTROL
OAXX	34	APHIS, OFC OF ADMINIST
OPAD	34	APHIS, OPD, WS & ITS & IS
OPAM	34	APHIS, OPD, AMS TRNG INST
OPDO	34	APHIS, OPD, DIR OFC
OPMR	34	APHIS, OPD, SUPT & MRP
OPOD	34	APHIS, OPD, ORG DEV
OPPO	34	APHIS, OPD, PPQ
OPVS	34	APHIS, OPD, VS & AC
PPBP	34	APHIS, PPD, Budgt & Prog Anls
PPBT	34	APHIS, PPD, BIOTECH & SCI
SVCS		

Marketing & Regulatory Programs, Business Services
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<u>Org Loc Code</u>	<u>APHIS Grouping</u>	<u>Desc Org Loc Description</u>
PPES	34	APHIS, PPD, EVAL SVCS
PPOD	34	APHIS, PPD, OFF OF DIR
PPPA	34	APHIS, PPD, POLICY ANLYS &
DEV		
PPPR	34	APHIS, PPD, PLNG & RISK
PPRA	34	APHIS, PPD, Reg Anly/Pro Dev
PQBF	34	APHIS, PPQ, BIOTECH FLD
PQBH	34	APHIS, PPQ, BIOTECH, HQ
PQCP	34	APHIS, PPQ, CPHST
PQCR	34	APHIS, PPQ, CE REG
PQDA	34	APHIS, PPQ, DEP ADMIN
PQDE	34	APHIS, PPQ, Dom & Emer Pro
PQER	34	APHIS, PPQ, EASTERN REG
PQMF	34	APHIS, PPQ, PLANT METHODS
PQOS	34	APHIS, PPQ, OP SUPT
PQPM	34	APHIS, PPQ, Center For PS&T
PQRM	34	APHIS, PPQ, RES MGMT
PQWE	34	APHIS, PPQ, WE REG
PSOA	36	GIPSA, PSA, OFC OF ADMIN
PSRO	36	GIPSA, PSA, REG OFC
PYDM	02	AMS, POULTRY, DES MOINES
PYFO	02	AMS, POULTRY, FLD
PYGA	02	AMS, POULTRY, GASTONIA
PYLR	02	AMS, POULTRY, LITTLE ROCK
PYMO	02	AMS, POULTRY, MODESTO
PYWA	02	AMS, POULTRY, HQ
STAF	02	AMS, ST, AFLATOXIN LAB
STEC	02	AMS, ST, EA LAB
STLO	02	AMS, ST, LAB OPS
STMC	02	AMS, ST, MW LAB
STOD	02	AMS, ST, OFC OF DIR
STPR	02	AMS, ST, PESTICIDE REC
STPV	02	AMS, ST, PLANT VARIETY
STRB	02	AMS, ST, RESIDUE BRCH
STRM	02	AMS, ST, INFO RES
STSB	02	AMS, ST, STAT BRCH
STTS	02	AMS, ST, TECH SVCS
TBKY	02	AMS, TB, LEXINGTON
TBNC	02	AMS, TB, RALEIGH
TBOD	02	AMS, TB, OFC OF DIR
TMFO	02	AMS, T&M, FLD
TMHQ	02	AMS, T&M, HQ
VSAH	34	APHIS, VS, ANML HLTH
VSCB	34	APHIS, VS, Ctr Vet Biolog
VSCR	34	APHIS, VS, CE REG
VSDA	34	APHIS, VS, DEP ADMIN
VSER	34	APHIS, VS, EASTERN REG
VSOS	34	APHIS, VS, OP SUPT
VSPD	34	VS, Prof. Dev. Staff
VSRM	34	APHIS, VS, RES MGMT
VSVL	34	APHIS, VS, NVSL
VSWE	34	APHIS, VS, WE REG
WSER	34	APHIS, WS, EA REG
WSNW	34	APHIS, WS, DWRC
WSOA	34	APHIS, WS, DEP ADMIN
WSRM	34	APHIS, WS, RES MGMT
WSWR	34	APHIS, WS, WE REG